

ADMINISTRATIVE ASSISTANT REPORT

June 2014

06/23/14

FINANCIALS:

1. AUDIT:

- a. Maitland, Singler & Van Vlack (M,S,VV) did the testing phase of the audit for the year ending 12/31/2013 on June 18th & 19th, 2014. It appeared to go very well and they didn't have many questions. They have completed their "on-site" testing portion, but will be requesting information from me for the next couple of weeks as they finish up their testing, comparisons and report writing.

Please let me know if you have any concerns or questions for the auditors.

- b. The auditors will then complete the financial report for the Town within the next couple of months. Once their preliminary audit & financial report results is received, I'll draft the Management Discussion Report and submit to the Town Board for approval. The approved Report will be incorporated within the audit and M,S, VV will send the final audit reports to the Town.
- c. Since the budget & financial reports pretty much drive the Town, it is very important to review and understand these reports.
- d. During last years' audit, taxable fringe benefits were discussed and the need for monthly accounting and reporting, instead of at year end. I'll need to work with the accounting software company to make sure their payroll system can accommodate what is needed and need to allot time for setting up this procedure and to be able to track & report it monthly.
- e. Also discussed during the audit this year, was the Affordable Care Act (ACA) and how it may pertain to the Town and how to count the number of employees.
- f. We also discussed the new Property Tax Exemption statute (70.62(4)) from County property tax levies for certain services. Mark reads the bill the same as I do, if the Town expends more funds than the Town's taxpayers share of the Ashland County property tax levy for those services, the Town of LaPointe tax payers may receive a reduction of Ashland County tax levy amounts; the Town will not receive any funds from the County. Ashland County must agree to the tax exemption request. If not, then the Town's only option is circuit court.

2. PAYROLL:

- a. June is the end of the 2nd Quarter; the quarterly payroll reports must be completed and submitted to the various State & Federal agencies by the end of July. These will be started after the payroll paid on June 26th, which is the last payroll for the 2nd Qtr.
- b. The Town has gotten several garnishment orders that seem impossible to determine how the calculations are to take place. I've requested permission from Pete to contact the employment attorney for a determination. The Auditors read it one way, I read it another, the WTA couldn't answer and I can't get an answer from the garnishing firm.

3. GRANTS:

- a. As part of the audit, actual revenues and expenditures are needed for each of the grants; for both reporting purposes, as well as audit requirements.
 - i. In order for M,S,VV to complete the audit reports for the period ending 12/31/2013, I need to have the calculations done for all projects – 2013 town labor & benefits, town equipment use and value of town materials, as well as costs incurred by sub-contracts and materials purchased for BBTP.
 - ii. This will tie into the grant reimbursement requests, but has taken quite a bit of time, as well as time spent with Keith to separate out costs associated with each project component as well as which funding source.

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4. **BUDGET:**

- a. Does the Town Board have any 2015 budget planning and/or discussion direction to offer regarding long-range plans, capital outlays, staffing, etc.? The budget process typically starts mid-Sept. I've had several questions about perhaps a different way of presenting budget information – possible to budget monthly instead of for the entire year, more historical information.
 - i. I can try to set up budget & financial reporting reports whichever way anyone would like, I just need to know what you would like to see, and then have Pete implement the budgeting that way with the Dept. Heads.
- b. The 2014 budget & financial situation will need to be monitored closely.
 - i. Highway expenditures are more than likely to be higher than the amount approved by the Town electors in 2013 – due to machinery costs, increased/unbudgeted health insurance costs, reduction of funds for dust abatement and elimination of funds for crack sealing.
 - ii. The possibility of increased out payment of room tax collections to MICofC.
 - iii. Higher than budgeted legal bills.
 - iv. Wage expenses of dual positions – training, retirement, vacations
- c. Please be advised, the last Budget Amendment #2014-02 was written to replace monies removed from certain designed funds in 2013 as per discussions that have been held. The majority of the monies taken were from funds that were, for the most part, comprised of donations and fundraisers.

5. **ACCOUNTING SOFTWARE:** I haven't made the switch with the current accounting software company to convert their software program to a remote application – I've been hoping to set the Town up on a trial run and see how it goes, but something keeps coming up that needs attending to instead.

MISCELLANEOUS:

1. Just a reminder that the 4th of July falls on Friday this year and the Town Hall will be closed that day. Waggie & I will be taking some time off here and there the next few weeks.
2. As per the June 13th, 2006 Town Board Proclamation to Celebrate Lake Superior Day as the 3rd Sunday in July, the 2014 Lake Superior Day will be **July 20th, 2014**.
3. Last year, Pete Clark, Town Administrator took over all the non health related insurance issues, questions, coverage, correspondence, etc. All insurance concerns, coverage needs, claims, question, sub-contractor insurance requirements, etc. are going through him.
4. Now that the winter season has passed, the remaining funds in the Winter Transportation Committee (WTC) Designated Fund should be returned to the Bayfield School and MIFL (approx. \$55 each), leaving the Town's share in the Designated Fund. I have drawn up vouchers for your approval at this Town Board meeting.
 - a. The Winter Transportation Committee hasn't been put together.
 - b. Based on the report from Midwest Rescue, the Town and, hopefully the MIFL & Bayfield School could be looking at some large expenditures.
 - c. Brian, one of the main employees of the builders of the Windmark Ice Angel, was on the island visiting and apparently was very excited to see the sled again (he's not in the business any longer). Perhaps he could be asked for assistance, opinions, building references, etc.?

Respectfully submitted,

Barb Nelson
Administrative Assistant